

**SPECIAL ASSISTANT UNITED STATES ATTORNEY
UNITED STATES ATTORNEY'S OFFICE
Western District of Michigan
Grand Rapids Office**

About the Office:

The United States Attorney's Office is accountable to the citizens of the Western District of Michigan for pursuing justice, ensuring public safety, enforcing the law, protecting the interests of the United States, and exercising stewardship over the government's resources.

The Western District of Michigan includes the western half of the Lower Peninsula of Michigan and all of the Upper Peninsula. The district has 37 Assistant United States Attorneys (AUSAs), supported by a staff of 40 legal assistants, secretaries, paralegals and administrators. The district includes three million acres of national forest and 11 federally recognized Indian tribes.

The main office is located in Grand Rapids. Grand Rapids is a mid-sized city that is a short distance from beaches, sand dunes, state parks, and quaint coastal towns. The area is noted for its summer and winter sports as well as a variety of cultural amenities. A typical commute to work takes less than 20 minutes.

Opportunity and Responsibilities Offered:

The district is soliciting applications for a Special Assistant United States Attorney (SAUSA) to join the Grand Rapids office on a term basis. The SAUSA will work in the criminal division and be fully dedicated to handling both the civil and criminal asset forfeiture aspects of victim-related criminal cases. Responsibilities will include handling the asset forfeiture component of criminal and civil cases from the investigation, to indictment, through trial and on appeal.

Qualifications:

Applicants must possess a J.D. degree, have at least one year of post-J.D. experience and be an active member of the bar of any jurisdiction. Highly qualified candidates will possess demonstrated superior analytical, legal research, oral and written advocacy skills; outstanding writing and editing skills; meaningful criminal or civil litigation experience at both the trial and appellate court levels; and superior judgment.

The SAUSA must be able to function with minimal guidance in a highly demanding environment with tight deadlines. Diplomacy, a collaborative orientation and the ability to "think on your feet" are valued as well. Experience in federal civil and criminal practice at the trial or appellate level is highly desirable but not required. Prior experience with asset forfeiture law or matters is also desirable but not required.

Travel: Travel within and outside the district may be required.

Salary Information:

SAUSA pay is administratively determined based, in part, on the number of years of professional attorney experience. The current range of pay is \$50,894 to \$134,702 including locality pay. Due to budget constraints, the salary for the SAUSA position cannot exceed \$82,000, including locality pay. This vacancy will be filled as a 14-month term appointment which will be subject to renewal as the budget permits, and may be convertible to a permanent position in the future. Funding for the position derives from the Asset Forfeiture Fund. Renewal of funding will be contingent upon a clear and specific demonstration that the funds were used for asset forfeiture purposes in victim-related cases and that measurable results were generated.

Location: Grand Rapids, Michigan

Relocation Expenses: Relocation Expenses will not be authorized.

Application Process and Deadline Date:

Please mail your cover letter and resume to:

Ellie Drumm
Human Resources Officer
United States Attorney's Office
P.O. Box 208
Grand Rapids, Michigan 49501-0208

FedEx packages may be sent to:

Ellie Drumm
Human Resources Officer
United States Attorney's Office
330 Ionia Ave. NW
Grand Rapids, MI 49503

Email applications may be submitted to USAMIW.personnel@usdoj.gov

Please reference announcement #10-WDMI-A02.

No telephone calls please. Your cover letter and resume must be received in our office by 5:00 p.m. June 1, 2010. If you have submitted a cover letter and resume to our office within the last 12 months, please send a letter requesting consideration under this announcement as well.

This and other attorney vacancy announcements can be found at:

<http://www.usdoj.gov/oarm/attvacancies.html>

Department Policies:

All initial attorney appointments to the Department of Justice are made on a time-limited (temporary) basis. Temporary appointments may or may not be extended or made permanent without further competition.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or non-membership in an employee organization, or on the basis of

personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, http://www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10point preferences and the required supporting documents). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

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The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.